



## Town of Brewster

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Office of:  
Select Board  
Town Administrator

### MEMORANDUM

**RE:** Sea Camps Planning Committees  
**DATE:** December 20, 2021

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At their December 20, 2021 meeting, the Select Board unanimously approved the following charges for the two new planning committees tasked with developing Comprehensive Plans for the former Cape Cod Sea Camps properties.

#### Bay Property Planning Committee (BPPC)

1. Purpose:

- a. Identify existing conditions of the former Cape Cod Sea Camps Bay property
- b. Evaluate potential low-cost, short-term public access opportunities
- c. Develop and propose interim public access plan
- d. Develop and implement a public engagement strategy to ensure broad community input
- e. Determine priority long-term uses appropriate for the Bay property, taking the adjacent Spruce Hill property into consideration
- f. Identify and evaluate potential partner organizations with shared interests and values, particularly MA Audubon and YMCA Cape Cod
- g. Propose recommended long-term uses and partnerships
- h. If recommended long-term uses include construction of a community center and/or Town offices, evaluate alternative uses of Council on Aging site, Town Hall, and Eddy School as appropriate
- i. Develop an implementation plan for the proposed uses

2. Strategies:

- a. Actively engage the public and stakeholders
- b. Provide residents with regular updates regarding progress and milestones
- c. Consider a range of interests, needs, ages, and abilities
- d. Collaborate with design professionals to develop and present a comprehensive plan to the Select Board and Town Meeting
  - i. Consider Brewster's key strategic planning documents (Vision Plan, Open Space and Recreation Plan, Coastal Resource Management Plan, Housing Production Plan, and others)

- ii. Incorporate maintenance, safety, and legal requirements
- iii. Identify estimated one-time project costs, ongoing operating expenses, funding sources, and timelines, incorporating prudent financial practices and exploring opportunities for revenue generation

3. Composition:

Eleven (11) total members, including:

- a. Two (2) representatives from Select Board (Select Board Chair shall not be eligible)
- b. One (1) representative from each of the following committees: Vision Planning Committee; Natural Resources Commission; Recreation Commission
- c. Six (6) at-large members (may be part-time residents)
- d. Term: One (1) year, subject to annual reappointment; first term through June 30, 2023
- e. Officers: Committee shall initially and annually thereafter elect a Chair, Vice Chair, and Clerk; Chair position shall not be held by a Select Board member; Chair and Vice Chair will meet on quarterly basis with their counterparts on PPPC to ensure coordination
- f. Liaisons (non-voting): Finance Committee; Open Space Committee; Council on Aging; Affordable Housing Trust; Cultural Council
- g. Representatives (non-voting): MA Audubon, YMCA Cape Cod, and Brewster Conservation Trust; other organizations such as Trustees of Reservations, etc may be included as needed
- h. Lead Town Staff Support: Town Administrator; other Department Heads as needed

4. Appointment Process:

- a. Notice soliciting letters of interest and completed applications from residents will be posted on Town website – due January 21, 2022
- b. Residents seeking to serve as at-large members will be asked to complete new Board/Committee application form
- c. Members of representative committees will be asked to submit letters of interest
- d. Select Board members appointed to serve on BPPC will individually vet all applicants (at-large and representative members) and then make their recommendations to the full Board in February
- e. Select Board are anticipated to make all appointments by the end of February
- f. Committees and outside organizations may identify their own liaisons/representatives

5. Selection Criteria:

In addition to the criteria outlined in the Select Board's recently revised Board & Committee Appointment Policy, Select Board members will also take into account the following criteria in selecting members to serve on this committee:

- a. Record of effective teamwork ability; able to collaborate well with others to achieve common goals
- b. Experience in community planning, municipal activities, project management, equity and inclusion, conservation/environment, park management, sustainability, historic preservation, recreation, public finance, (landscape) architecture, youth services, human services, engineering, community housing, and/or law
- c. Excellent written and verbal communication skills
- d. Previous volunteer service
- e. Sufficient time to actively participate in meetings and take on tasks outside of meetings

**Pond Property Planning Committee (PPPC)**

1. Purpose:

- a. Identify existing conditions of the former Cape Cod Sea Camps Pond property
- b. Evaluate potential low-cost, short-term public access opportunities
- c. Develop and propose interim public access plan
- d. Develop and implement a public engagement strategy to ensure broad community input
- e. Determine priority long-term uses appropriate for the Pond property, taking the adjacent Long Pond Woodlands (Robinson) property into consideration
- f. Identify and evaluate potential partner organizations with shared interests and values, particularly MA Audubon and Brewster Conservation Trust
- g. Propose recommended long-term uses and partnerships
- h. Develop an implementation plan for the proposed uses

2. Strategies:

- a. Actively engage the public and stakeholders
- b. Provide residents with regular updates regarding progress and milestones
- c. Consider a range of interests, needs, ages, and abilities
- d. Collaborate with design professionals to develop and present a comprehensive plan to the Select Board and Town Meeting
  - i. Consider Brewster's key strategic planning documents (Vision Plan, Open Space and Recreation Plan, Coastal Resource Management Plan, Housing Production Plan, and others)
  - ii. Incorporate maintenance, safety, and legal requirements

- iii. Identify estimated one-time project costs, ongoing operating expenses, funding sources, and timelines, incorporating prudent financial practices and exploring opportunities for revenue generation

3. Composition:

Nine (9) total members, including:

- a. Two (2) representatives from Select Board (Select Board Chair shall not be eligible)
- b. One (1) representative from each of the following committees: Natural Resources Commission; Open Space Committee; Affordable Housing Trust
- c. Four (4) at-large members (may be part-time residents)
- d. Term: One (1) year, subject to annual reappointment; first term through June 30, 2023
- e. Officers: Committee shall initially and annually thereafter elect a Chair, Vice Chair, and Clerk; Chair position shall not be held by a Select Board member; Chair and Vice Chair will meet on quarterly basis with their counterparts on BPPC to ensure coordination
- f. Liaisons (non-voting): Finance Committee; Vision Planning Committee; Water Commission; Recreation Commission
- g. Representatives (non-voting): MA Audubon & Brewster Conservation Trust; other organizations may be included as needed
- h. Lead Town Staff Support: Assistant Town Administrator; other Department Heads as needed

4. Appointment Process:

- a. Notice soliciting letters of interest and completed applications from residents will be posted on Town website – due January 21, 2022
- b. Residents seeking to serve as at-large members will be asked to complete new Board/Committee application form
- c. Members of representative committees will be asked to submit letters of interest
- d. Select Board members appointed to serve on PPPC will individually vet all applicants (at-large and representative members) and then make their recommendations to the full Board in February
- e. Select Board are anticipated to make all appointments by the end of February

5. Selection Criteria:

In addition to the criteria outlined in the Select Board's recently revised Board & Committee Appointment Policy, Select Board members will also take into account the following criteria in selecting members to serve on this committee:

- a. Record of effective teamwork ability; able to collaborate well with others to achieve common goals

- b. Experience in community planning, municipal activities, project management, equity and inclusion, conservation/environment, park management, sustainability, historic preservation, recreation, public finance, (landscape) architecture, youth services, human services, engineering, community housing, and/or law
- c. Excellent written and verbal communication skills
- d. Previous volunteer service
- e. Sufficient time to actively participate in meetings and take on tasks outside of meetings